

✓ *Preserve*

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

One only

Part B for

June 22

SUBJECT

*Economizing the use of the articles
of Stationery and Paper*

*cc 1) To, The Heads of Departments
Dy. Secys of Distts
" Secretaries to Govt.*

No M 5501-60/82 1st June 1922

*Passes on very regarding the
+ reducing printing work*

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GENERAL AND REVENUE SECRETARIAT.

(*Pk*)

NOTES.

File No. *JK-2*

FILE HEADING.

*Economy in the use of the articles
of stationery and paper.*

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No.		Dated		Received	
ary No.	}	Enclos.		}	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

General and Revenue
Secretariat.

File No.

of 19

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No.

Paper.

I. Cost of paper and stationery.

The cost of paper proposed by the Superintendent for purchase during 1922-23 amounts to Rs. 1,74,500 nearly as against Rs. 2,47,500 spent this year for paper and the Superintendent has been permitted to purchase only half the quantity and obtain specific orders of Government for quantities (in excess of the half) to be purchased by him after furnishing information as to opening stocks, etc. Information in respect of stock, etc., has not yet been received from the Superintendent of Stationery. The commitment in this behalf so far is therefore only Rs. 87,250/-.

stationery articles.

2. The cost of stationery articles proposed to be purchased by the Superintendent during 1922-23 comes to Rs. 1,11,500 nearly. No permission has been accorded for any purchases of stationery. The Superintendent is being asked to obtain specific orders of Government as to quantities (Vide file separately under submission through First Member with draft). There are no commitments in this respect.

ss liabilities of
e current year.

3. The purchases of the current year on this account in excess of the enhanced grant of - - Rs. 2,87,000 have to be met from the grant for

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1922-23 as already ordered by Government. The commitments in this behalf amount to Rs. 22,500 nearly (Vide linked file P & S. 49. of 21-22) as reported by the Superintendent.

4. Thus the total commitments in advance of the budget for 1922-23 amount to Rs. 1,10,000 only, as against a grant of Rs. 2,50,000 provisionally passed for inclusion in the ensuing -- year's budget for 'cost of paper and station- - ery articles'. It is therefore open to Gov- - ernment to adjust quantities and to keep cost - within any limits they may fix after receipt -- of information as to available stocks, etc.

5. The actual expenditure for Paper & Station ery for the past three years is as follows:-

1919-20	...	Rs. 1,96,496
1920-21	...	Rs. 2,35,963
1921-22	...	Rs. 3,09,500

II. Cost of Printing materials etc.

6. The cost of "Printing materials and miscellaneous articles" proposed by the Superintendent for purchase during 1922-23 amounts to Rs. 28,300 against an expenditure of Rs. 31,500 during the current year. In this case also, - the Superintendent is to obtain specific orders

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of Government as to the quantities to be purchased before placing orders for supplies.

The grant for 1922-23 under this sub-head as provisionally passed is only Rs. 10,000 (its use being made subject to special sanction) and there are no advance commitments on this score.

The actual expenditure on Printing materials etc., during the past three years is as follows:-

1919-20	...	Rs. 27,700
1920-21	...	Rs. 47,569
1921-22	...	Rs. 31,500

Handwritten: The typed note (which is a copy of my note on some of the files sent to the Secy to the Govt. yesterday) was shown to the Secy at the weekly interview (last Sat.) and he was pleased to see it.

Handwritten: The typed note (which is a copy of my note on some of the files sent to the Secy to the Govt. yesterday) was shown to the Secy at the weekly interview (last Sat.) and he was pleased to see it. It is under preparation by A. for effect. to it.

Handwritten: By Secy.

Handwritten: 6221-227
6.5.22

Handwritten: Secy. A. awaits.

Handwritten: 8.5.22

NOTE—Contn. sheet.

Handwritten: The printed note is actually under preparation. Take account to separate.

Handwritten: I think paper & stationery should be limited to 2.1000. Commitments of current year = 2.22.500.

Handwritten: Printing paper should be limited to 25000.

Handwritten: I have noted in another connection that order are necessary to put a stop to wasteful use of paper & stationery. Paper - every available stock should be profitably utilized. Printing paper too should be got for forms &c from present stock of various forms.

Handwritten: 375-

**General and Revenue
Secretariat.**

PTS . File No. 74

of 1924.

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No.

18. A draft order is subd for approval

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22

4) ~~100~~ Refe Para 16 above. C28
20 5-22

$$\begin{array}{r} 6793-304. \\ \hline 27.5 \cdot 22 \end{array}$$

1st number

Don't suppose

144
29.5.22

22) Issue

[Handwritten signature]

1. To the Heads of Dep'ts; Secy of Dist & Secy of Govt
No. 5501-60 Dated 1.6.22.

Issues certain instructions in continuation of previous orders in the matter of economising the use of paper and Stz articles to the extent of reducing the consumption to about 50% of the average for the past two years.

Grass-Seed of Subd.

28
1917.

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20/7

SECRETARIAT
NOTE—Contn. sh
24 JUN 1922
MILITARY AND
CELLANEOUS

Proceedings of the Government of His
Highness the Maharaja of Mysore.

Read:-

Govt. order No.G.21945-22005/ P & S
7-20-3 dated 20-5-1921, issuing instructions regarding the revised scales of stationery articles, etc. to be issued to the different offices of the State and the economies to be effected in the use of paper and stationery articles.

Order No.

M 5527-60
27/1/22

Government observe that in spite of repeated instructions for economising the use of paper and stationery articles, etc the expenditure thereon has not tended to diminish. Special efforts have therefore to be made in this behalf by Heads of Departments, Deputy Commissioners of Districts and other indenting officers, and the consumption of paper and stationery articles ~~should be~~ reduced to about 50% of the average for the past two years.

2. The following instructions are -- issued in continuation of previous order in the matter of economising the use of paper and stationery articles:-

(i) The use of both sides of paper should be strictly insisted upon in all possible cases and stringent measures adopted to stop all wasteful use;

(ii) Every available stock of paper and forms in the different offices of the State should be carefully conserved and profitably ~~not~~ utilised;

(iii) Obsolete or useless forms should, as far as possible, be used for reprinting of useful forms and for other purposes.

(iv) Covers received should be cut open and used again as far as possible by pasting the cut end - with slips

(v) ~~The~~ Heads of Departments are requested to carefully examine the - works sent from their departments to the Press, ^{and} to see that printing work is reduced to a minimum, both as to quantity and cost, and to submit before the 31st July 1922, for the information of Government, a revised standing list of works from their departments that have ^{not} ~~inevitably~~ to be printed. The Superintendent, Government Printing, will furnish to the Heads of Departments and ^{the} Deputy Commissioners of Districts, before 30th June 1922, a list of printing - works (showing the number of foolscap pages, cost of paper and cost of printing in each case) usually done for their departments, to enable them to submit the lists -- called for above, before the due date.

(vi) The Superintendent, Government Printing --- Stationery should, on his part use, wherever possible, thin paper instead of thick, and -- brown or other paper instead of white to keep down cost.

A statement showing the cost of stationery issued to the various indenting officers during 1921-22 should be submitted for the information of Government before the 15th July 1922.

3. Heads of Departments and Deputy Commissioners of Districts are requested to co-operate in this behalf and ~~to~~ ^{Subordinate} issue such other orders to their subordinate offices as may be necessary to achieve the end in view. A report of the action taken in this connection may ~~kindly~~ be sent for the information of Government before 1st July 1922.

Sk 23/5
General Secretary to Govt.

*Recd
29.5.22*

To *Uy 17.5.22*

The Heads of Departments.

" Deputy Commissioners of Dts.

" Secretaries to Government.

*Recd
16.5.22
17.*

KNN

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. M. 5501-60—P. & S. 74-21-1, dated 1st June 1922

Economising the use of Stationery and reducing Printing Work.

issues instructions in regard to ——— calls for a report in the matter from Heads of Departments.

READ—

Government Order No. G. 21945-22005—P. & S. 7-20-3, dated the 20th May 1921, issuing instructions regarding the revised scales of stationery articles, etc., to be issued to the different offices of the State and the economies to be effected in the issue of paper and stationery articles.

ORDER NO. M. 5501-60—P. & S. 74-21-1, DATED 1ST JUNE 1922.

Government observe that in spite of repeated instructions for economising the use of paper and stationery articles, etc., the expenditure thereon has not tended to diminish. Special efforts have therefore to be made in this behalf by Heads of Departments, Deputy Commissioners of Districts and other indenting officers, and the consumption of paper and stationery articles reduced to about 50 per cent of the average for the past two years.

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(i) The use of both sides of paper should be strictly insisted upon in all possible cases and stringent measures adopted to stop all wasteful use;

(ii) Every available stock of paper and forms in the different offices of the State should be carefully conserved and profitably utilised;

(iii) Obsolete or useless forms should, as far as possible, be used for reprinting of useful forms and for other purposes;

(iv) Covers received should be cut open and used again, as far as possible, by pasting the cut end with slips;

(v) Heads of Departments are requested to carefully examine the works sent from their departments to the Press, and see that printing work is reduced to a minimum, both as to quantity and cost, and submit before the 31st July 1922, for the information of Government, a revised standing list of works from their departments that have got to be printed. The Superintendent, Government Printing, will furnish to the Heads of Departments and the Deputy Commissioners of Districts, before 30th June 1922, a list of printing works (showing the number of foolscap pages, cost of paper, and cost of printing in each case) usually done for their departments, to enable them to submit the lists called for above before the due date;

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A statement showing the cost of stationery issued to the various indenting officers during 1921-22 should be submitted for the information of Government before the 15th July 1922.

3. Heads of Departments and Deputy Commissioners of Districts are requested to co-operate in this behalf and issue such subsidiary orders to their subordinate offices as may be necessary to achieve the end in view. A report of the action taken in this connection may be sent for the information of Government before 1st July 1922.

S. HIRIANNAIYA,

Gen. Secy. to Govt.

To—The Heads of Departments.
The Deputy Commissioners of Districts.
The Secretaries to Government.

Exd.—C. R.